



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
SENIOR LAND SURVEYOR
OPEN - SPOT



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

GC93-3049

2PR15

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	This is a SPOT exam for Sacramento county only.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by January 23, 2013, the final filing date . Applications will not be accepted on a promotional basis.
WHERE TO APPLY	Application may be delivered in person or by mail. Submit Examination Application (STD. Form 678). By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001 In person to: Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814
	INCLUDE EXAM CODE "2PR15" ON YOUR APPLICATION IN THE SECTION TITLED (EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING)
FINAL FILING DATE	Applications (Form 678) must be postmarked no later than January 23, 2013, the final filing date . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during February 2013 .
SALARY RANGE	\$7377 - \$8965
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by January 23, 2013, the final filing date . NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected. Pursuant to Government Code 18935(b), candidates with <u>permanent</u> full time status at the Senior Land Surveyor level or above may not be eligible to apply for this examination.

(Continued on reverse side)

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid California Land Surveyor's license. (A Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982, satisfies this requirement.) (Applicants who do not possess the required license or certificate will be admitted into the examination, but must secure the license or certificate prior to appointment.

**And
Either I**

One year of experience performing the duties equivalent to a Chief of Land Surveys in the California state service.

Or II

Two years of experience performing the duties equivalent to a Land Surveyor Supervisor in the California state service.

Or III

Three years of supervising varied and difficult field and/or office surveying work, one year of which is equivalent in responsibility to the Chief of Land Surveys level in the California state service.

POSITION DESCRIPTION

This is the program supervisor and administrative level of the series. Incumbents are over a program element of the largest departmental surveying operation, such as field surveys, photogrammetry, or right of way surveying. Under general direction, incumbents investigate, negotiate and advise concerning complex surveying projects. They will plan, organize, and supervise a staff engaged in land surveying, property title analysis, or preparation of property description. They will also serve as an advisor to executive staff relative to land or engineering surveying matters and represent the State on technical matters as required.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Fundamental surveying, mathematics, and basic science as applied to surveying.
2. Procedures, equipment, and materials used in surveying, including conventional and state-of-the-art.
3. Computer applications and usage.
4. The California Coordinate System.
5. Code of Safe Surveying Practices.
6. Principles and practices of boundary determination, land title research and surveying.
7. Legal descriptions of real property.
8. Methods and terminology used in searching for land titles and factors involved in determining ownership of property.
9. Monumentation of facilities.
10. The Land Surveyors' Act, Subdivision Map Act and other statutes related to land surveying.
11. Departmental plans, standards, policies and procedures for planning, design, right of way and construction as they relate to surveys.
12. Methods, equipment and materials used in the surveying and mapping of State facilities.
13. Computers and state-of-the-art surveying and related equipment.
14. Principles of effective communications and supervision.
15. A supervisor's role in safety, health and labor relations and the processes available to meet these program objectives.

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**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope: Continued

CONTINUED

B. Ability to:

1. Plan and direct the work of a survey party.
2. Prepare and coordinate the preparation of appraisal maps, deeds and interpretation of legal property descriptions.
3. Prepare clear and comprehensive reports and technical correspondence.
4. Review the work of others for compliance with legal requirements, policies and specifications.
5. Analyze situations accurately and adopt an effective course of action.
6. Effectively contribute to the departmental safety, health and labor relations objectives.
7. Evaluate land survey equipment.
8. Plan and direct the work of staff assigned to a variety of surveying related projects in surveys and/or right of way engineering.

**VETERANS'
PREFERENCE CREDITS
AND CAREER CREDITS**

Veterans' preference credits and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-0438 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, and local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Examination Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)